

**Deficit Reduction Act of 2005
Citizenship Documentation Requirement
Updated List (Revised 09/12/2006)**

LEVEL 1 DOCUMENTATION OF CITIZENSHIP <u>AND</u> IDENTITY			
Documentation Level*	Acceptable Documentation	Valid CARES Verification Code	Description/Explanation
1	U.S. Passport	PP	The Department of State issues this. A U.S. passport does not have to be currently valid to be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. Do not accept any passport as evidence of U.S. citizenship when it was issued with a limitation. Passports issued with a limitation may only be used as proof of identity
1	Certificate of Naturalization	CI	Form N-550 or N-570. Issued by the Department of Homeland Security for naturalization.
1	Certificate of Citizenship	CI	Form N-560 or N-561. The Department of Homeland Security issues certificates of citizenship to individuals who derive citizenship through a parent.

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1	State Data Exchange (SDX)	SC	<p>The State has conducted a data match between SDX and individuals known to CARES, updating the citizenship verification field with the code "SC" whenever SDX indicated that an individual's U.S. citizenship had been confirmed for SSI or Medicare purposes. SDX is considered primary evidence of U.S. citizenship, so individuals whose citizenship verification field contains SC are considered to have met both the citizenship and the identification documentation requirement. No further documentation should be required of such individuals.</p> <p><i>SC</i> code can be used for updating SSI-MA recipients and Medicare recipient records via the SDX indicator of citizenship. Verify the receipt of either of these benefits by completing an online query (SOLQ) of DXSX for SSI and DXSA for Medicare. Individuals receiving SSI-MA or Medicare are exempt from this policy.</p>

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LEVELS 2 – 4 DOCUMENTATION OF CITIZENSHIP ONLY			
Documentation Level*	Acceptable Documentation	Valid CARES Verification Code	Description/Explanation
2	Birth Certificate	BC	A U.S. public birth certificate showing birth in one of the 50 States, the District of Columbia, Puerto Rico (if born on or after January 13, 1941), Guam (on or after April 10, 1899), the Virgin Islands of the U.S. (on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (after November 4, 1986). The birth record document may be issued by the State, Commonwealth, Territory or local jurisdiction. It must have been issued before the person was 5 years of age. An amended birth record document that is amended after 5 years of age is considered fourth level evidence of citizenship.
		BQ	Use BQ if a birth record query is done.
2	Certification of Report of Birth	SD	The Department of State issues a DS-1350 to U.S. citizens in the U.S. who were born outside the U.S. and acquired U.S. citizenship at birth.
2	Consular Report of Birth Abroad of a US Citizen	SD	Form FS-240. The Department of State consular office prepares and issues this. Children born outside the U.S. to U.S. military personnel usually have one of these.

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2	Certification of Birth Abroad	SD	Form FS-545. Issued by the Department of State consulates prior to November 1, 1990.
2	US Citizen ID Card, American Indian Card, or Northern Mariana Card	CD	<p><u>US Citizen ID Card</u> The Immigration and Naturalization Service (INS) issued the I-179 and the I-197 from 1960 until 1983 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings.</p> <p><u>American Indian Card</u> Form I-872. DHS issues this card to identify a member of the Texas Band of Kickapoo living near the U.S./Mexican border. A classification code of "KIC" and a statement on the back denote U.S. citizenship.</p> <p><u>Northern Mariana Card</u> Form I-873. Issued by INS for those born in the Northern Mariana Islands before 11-4-86.</p>
2	Final Adoption Decree	AD	The adoption decree must show the child's name and U.S. place of birth. Where an adoption is not finalized and the state in which the child was born will not release a birth certificate prior to final adoption, a statement from a state approved adoption agency that shows the child's name and U.S. place of birth is acceptable. The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate.

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2	Evidence of civil service employment by U.S. government	ER	The document must show employment by the U.S. government before 6-1-76. Persons employed with the U.S. Government prior to that date had to be U.S. citizens.
2	Official Military record of service	MS	The document must show a U.S. place of birth.
2	Medicaid Birth Claim	MB	<p>When the WI Medicaid program pays the costs associated with the birth of an infant, the infant will be considered a U.S. citizen who has met the citizenship documentation requirement. Because this is level two evidence of citizenship, the identity documentation requirement must still be met. This code was used by the Department of Health and Family Services, when the appropriate automated data matching was done.</p> <p><i>This code can also be entered by workers when presented with the appropriate documentation.</i></p>
3	Hospital record	HR	Extract of a hospital record on hospital letterhead established at the time of the person's birth that was created 5 years before the initial application date and that indicates a U.S. place of birth. Do not accept a souvenir "birth certificate" issued by the hospital. Note: For children under 16 the document must have been created near the time of birth or 5 years before the date of application.

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3	Life, health or other insurance record	IP	Must show a U.S. place of birth and have been created at least 5 years before the initial application date.
4	State or Federal census record	CE	Must show birthplace, citizenship & age. Census records from 1900 through 1950 contain certain citizenship information. To secure this information the applicant, recipient or State should complete a Form BC-600, Application for Search of Census Records for Proof of Age. Add in the remarks portion "U.S. citizenship data requested." Also add that the purpose is for Medicaid eligibility. This form requires a fee.
4	Seneca Indian Tribal census record or Bureau of Indian Affairs census records of the Navaho Indians	SN	Must show U.S. birthplace and have been created at least 5 years before the application for Medicaid.
4	U.S. State Vital Statistics official notification of birth registration	VS	Must show a U.S. birthplace and have been created at least 5 years before the application for Medicaid.

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4	U.S. birth record amended more than 5 yrs after person's birth	BR	Must show a U.S. birthplace and have been created at least 5 years before the application for Medicaid.
4	Signed statement by physician or midwife in attendance at birth	DS	Must show a U.S. birthplace and have been created at least 5 years before the application for Medicaid.
4	Admission papers from nursing home, skilled nursing care facility or other institution	NH	Must show a U.S. birthplace.
4	Medical record (doctor, clinic, hospital)	MD	Must show a U.S. birthplace and have been created at least 5 years before the application for Medicaid. An immunization record is not considered a medical record for purposes of establishing U.S. citizenship. Note: For children under 16 the document must have been created near the time of birth or 5 years before the date of application.

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4	Written Affidavit	WA	<p>Used only in rare circumstances. If the documentation requirement needs to be met through affidavits, the following rules apply:</p> <ul style="list-style-type: none"> i. There must be at least two affidavits by two individuals who have personal knowledge of the event(s) establishing the applicant's or recipient's claim of citizenship (the two affidavits could be combined in a joint affidavit). ii. At least one of the individuals making the affidavit cannot be related to the applicant or recipient. Neither of the two individuals can be the applicant or recipient. iii. In order for the affidavit to be acceptable the persons making them must be able to provide proof of their own citizenship and identity. iv. If the individual(s) making the affidavit has (have) information which v. Explains why documentary evidence establishing the applicant's claim or citizenship does not exist or cannot be readily obtained, the affidavit should contain this information as well. vi. The State must obtain a separate affidavit from the applicant/recipient or other knowledgeable individual vii. Guardian or representative, explaining why the evidence does not exist or cannot be obtained. viii. The affidavits must be signed under penalty of perjury.

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LEVEL 5 DOCUMENTATION OF IDENTITY ONLY			
Documentation Level*	Acceptable Documentation	Valid CARES Verification Code	Description/Explanation
5	Certificate of degree of Indian blood or other U.S. American Indian or Alaska Native tribal document	TR	Acceptable if the document carries a photograph of the applicant or recipient, or has other personal identifying information relating to the individual.
5	State or Territory Driver license	DR	Driver license issued by a state or territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color.
5	School identification card	SI	Must have a photograph of the individual.
5	Written Affidavit (Form HCF 10154)	SW	An Affidavit of identity is only acceptable for children under 16 years of age. An affidavit is only acceptable if it is signed under penalty of perjury by a parent or guardian stating the date and place of birth of the child and cannot be used if an affidavit for citizenship was provided. The parent or guardian does not have to declare their citizenship in this affidavit. Use this code if presented with the Statement of Identity for Children Under 16 Years of Age (Form HCF 10154).

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5	Native American Tribal document	TR	Must show identifying information that relates to the person named on the document.
5	U.S. Military card or draft record, Military dependent's identification card, or US Coast Guard Merchant Mariner card	MI	Must show identifying information that relates to the person named on the document.
5	Identification card issued by Federal, State, or local government	GI	Must have the same information as is included on driver license.

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<i>Only if an individual is unable to provide an acceptable identity document from Level 5, after worker assistance, may one of the following state-defined identity documents from "Level 6" be used to meet the <u>identity</u> verification portion of the requirement.</i>			
6	<i>Military discharge papers</i> <i>Certified copy of a marriage certificate or judgment of divorce</i> <i>International driver's license</i> <i>Employee photo ID card</i>	W6	<i>Military discharge papers must include the Federal DD-214</i> <i>Employee photo ID card issued by the current employer and containing the employer's name. The card must also contain either the employer's address, or telephone number.</i>

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7	<p><i>Other appropriate documents for Special Populations</i></p> <p><i>HCF10161</i></p>	W7	<p><i>Other documents besides those listed in Levels 1-6 can be used to meet the requirement as long as the document meets the general documentation requirement stated here:</i></p> <p><i>“Any document used to establish U.S. citizenship must show either a birthplace in the U.S. or that the person is otherwise a U.S. citizen. Any document used to establish identity must show identifying information that relates to the person named on the document.”</i></p> <p><i>A signed HCF10161 can only be use for individuals who meet the definition of “Special Populations” and who are unable to obtain any level of acceptable documentation.</i></p>

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